



# **Registration and Coordination**

## Registration and Coordination

This section contains information about course registration, fees, and the award of Continuing Education Units (CEUs).

### 1. Course Requests/Scheduling

- a. To host NHI courses, the On-Site Course Request, FHWA Form 1530, should be submitted through the NHI web site or by FAX. A copy of this form is also included in the back of this catalog and may be faxed to the NHI Training Coordinator at 703-235-0577. **Desired dates may be shown on the form, but courses are not officially confirmed until the hosting organization receives confirmation from NHI.** After the On-Site Course Request is received, an instructor will contact the Local Coordinator to discuss scheduling. After NHI confirms the course, the host will receive confirmation, the local FHWA division office coordinator will be notified and the course will be listed on the NHI web site.
- b. Please identify the number of seats that may be sold to the public on the On-Site Course Request. These seats will be listed on the NHI web site. Seats sold through the web site will not appear on your final invoice.
- c. To register for distance learning courses visit the NHI web site. On-line registration for distance learning courses requires MS Internet Explorer (IE) 5.0 or higher.

### 2. Course Fees for Government Hosts

Course Length		Per Person Fee
1	Day	\$ 200.00
1.5	Days	\$ 235.00
2	Days	\$ 270.00
2.5	Days	\$ 335.00
3	Days	\$ 400.00
3.5	Days	\$ 460.00
4	Days	\$ 530.00
4.5	Days	\$ 600.00
5	Days	\$ 650.00
10	Days	\$1,400.00

NHI's course fees are based on \$200 per participant per day and include course materials for each participant. A minimum number of 20 paid participants are required to hold a class.

Fees for distance learning courses vary from course to course. Please refer to the course information found in the NHI training course description.

Note: Hosts are not charged for FHWA personnel attending NHI classes.

Note: We will continue to recover the full cost of delivery for international presentations. These will be handled on a case-by-case basis.

Course hosts may charge participants from outside their organizations a fee in order to recover all or part of the NHI course fee, plus other costs associated with hosting the course. Checks, money orders or other generally accepted forms of payment from individual course participants will be accepted as part of the course fee, so long as they are made payable to the *Federal Highway Administration*. Such payments may be forwarded to NHI as soon as they are received with the amount of the invoice reduced accordingly; or they can be held and submitted as part of the total payment upon invoice to the hosting organization.



### 3. Course Fees for Non-Government Hosts

Non-government organizations that plan to host a course should contact NHI to discuss requirements and fees.

### 4. Course Registration

#### a. Domestic Customers

Employees of the host agency should contact the local coordinator for registration. All others, except FHWA employees, may register through the NHI web site. Visa, MasterCard, and Discover are acceptable forms of credit. To make additional payment arrangements such as checks and purchase orders please contact the NHI Training Coordinator at 703-235-0528.

#### b. FHWA Employees

As NHI training is provided to hosting government agencies at a subsidized rate, space for up to 3 participants is reserved for FHWA employees. NHI courses are considered internal training for FHWA and consequently there is no charge for FHWA employees. FHWA employees should use the following procedure to attend NHI courses:

- i. The FHWA Course Coordinator in the State/Division Office controls registration of FHWA employees' attendance in NHI courses. The names of the coordinators can be accessed through the NHI web site. **FHWA employees should enroll in NHI courses using the FHWA learning management system. Do NOT contact the Local Coordinator directly.**
- ii. If the FHWA spaces are not filled within three weeks of the course starting date, the hosting organization may fill these spaces with other participants.

#### c. International Customers

NHI will arrange the participation of international customers in training courses in the United States. In addition, NHI provides assistance to international organizations wishing to purchase standard NHI training courses on a variety of technical subjects. These courses can be tailored to the specific needs of the organization at an additional cost. For more information about training courses for international participants, please contact Roger Dean at (703) 235-0550 or by e-mail: [roger.dean@fhwa.dot.gov](mailto:roger.dean@fhwa.dot.gov).

### 5. Payment

#### a. Domestic Customers

NHI invoices the hosting organization upon completion of the course. Payment may be made to NHI by check, money order or credit card. Checks and money orders should be made payable to the *Federal Highway Administration*. Credit card payments are accepted by contacting the NHI Training Coordinator.

#### b. International Customers

NHI will fax an invoice to the individual or organization upon completion of the course. Cashiers' checks, international money orders, and credit cards are accepted forms of payment. Special arrangements will have to be made for wire transfers, and customers must ensure that they pay all related bank fees. All cashiers' checks and international money orders should be payable in U.S. dollars to the *Federal Highway Administration*.



### **c. Distance Learning Courses**

NHI accepts checks, purchase orders and credit cards as payment for distance learning courses. FHWA employees may take distance learning courses free of charge. Follow the on-line screen instructions when registering through the NHI web site. For additional information, please contact the NHI Training Coordinator at (703) 235-0528, (703) 235-0577 (fax), or [NHITraining@fhwa.dot.gov](mailto:NHITraining@fhwa.dot.gov).

## **6. Course Cancellation Policy**

The host of an NHI course must contact the NHI Training Coordinator to cancel a course. Cancellation is requested no later than seven days prior to the course start date to avoid incurring any fees. If the course materials have been sent, the host must return the materials to the FHWA Report Center.

## **7. Refunds**

A refund may be obtained for a distance-learning course within 72 hours after a user has paid for the class. Please submit an e-mail request for refund to the NHI Training Coordinator. Your reimbursement will be processed as quickly as possible. Credit card reimbursements should appear within two billing cycles. A credit to attend another NHI course will be issued if payment was made by check.

## **8. Participants and Hosts**

Hosts of NHI courses are encouraged to survey the training needs of entities outside their own organization while they determine their internal training needs. In some cases, the combined needs may warrant hosting a course for which there otherwise would not be sufficient interest. By attending training together, all parties receive the same training, benefit from the breadth of experience added to classroom discussions, and participants increase their understanding of each other's perspectives by working together on class exercises.

## **9. CEUs and PDHs**

The course descriptions include Continuing Education Units (CEUs) that will be awarded to course participants who successfully complete NHI courses. According to the International Association for Continuing Education and Training (IACET): One Continuing Education Unit (CEU) is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The CEUs are based on a typical course presentation with 6 hours of actual instruction time, i.e., 0.6 CEUs, per day. Adjustments to the course length to match local work hours or to accommodate increased/decreased emphasis on certain topics or for travel on field trips may affect the actual number of CEUs awarded. CEUs will be awarded only to those participants who are present for the full course.

Some states and organizations use Professional Development Hours (PDHs) to track training. Each hour of instruction is worth one professional development hour.

## **10. Local Coordinators' Checklist**

Everyone has attended training sessions where the instructor could not find the chalk, or the eraser; or the room was too hot or too cold; or there was not enough room for the number of participants scheduled for the course. The following checklist provides a suggested step-by-step process for those who are setting up the training site.



## Checklist

### 1. Request for Training

Following the instructions on the form, send a completed On-Site Course Request form to NHI. Please furnish a copy to the local FHWA Division Office once NHI has approved the requested dates (Government hosts only).

### 2. Training Site

- Select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions. The instructor should provide you with any unique requirements for the training facilities.
- Reserve a training room for the duration of the course.
- Determine if books and equipment can be left in the room. Training courses, requiring special equipment or computers, need after-hours security.
- Visit the classroom to make certain it meets all of the instructor's requirements.
- Other considerations for a training room
  - Heat or air conditioning - find out if the instructor can control these
  - Adequate size and shape. No poles or obstructions
  - Special arrangements for demonstrations, labs, and experiments
  - Seating arrangements
  - Away from kitchen, construction area or other noise distractions
  - Electrical outlets.
  - Adequate Ventilation
  - Lighting controls - Almost every training course uses visual aids that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness.
- Consider the following points for using visual aids
  - Will shades completely darken all windows?
  - Can the lights be selectively dimmed when showing slides or viewgraphs?
  - Will overhead lights shine directly on the screen?
  - Can a bulb be removed above the screen or will the blackboard be too dark?

### 3. Participants and Instructors

- If needed, reserve a block of hotel/motel rooms for the course participants and instructors. Some hotels will provide a free meeting room if a minimum number of participants stay at the hotel.
  - Participants and instructors should be
  - Informed of course starting and ending times
  - Advised on hotel accommodations and room rates, checkout times
  - Furnished with maps
  - Advised on parking arrangements

### 4. Equipment Needs

- Nothing is more frustrating to the instructor and annoying to the participants than a computer that will not work or a VCR that will not play
  - The instructor will tell you what equipment is needed, in addition to normal items such as:
  - Videotape player
  - Blackboard with chalk and eraser or whiteboard with drimark pens and eraser

- Easel with flip chart paper and various colored markers
- Lectern or instructor table
- Extension cords
- Masking tape
- Course specific equipment may include
  - Slide projector with spare bulb and remote control extension
  - Overhead projector with spare bulb
  - Marking pens in various colors
  - Computers
  - LCD projection equipment with cables
  - Screen -- 6' x 6' or larger
- Check all equipment to ensure that it is working satisfactorily.

## **Final Arrangements**

### **1. Two Weeks Before The Course**

- Make sure an approved copy of the On-Site Course Request has been received. If not, call the NHI Training Coordinator at (703) 235-0528.
- Check that all training materials have arrived.
- Participant notebooks
- Tent cards (large felt tip markers will be needed)
- Evaluation forms
- Class roster form
- Certificates
- Other Checks:
  - Reconfirm the training facilities
  - Discuss the seating arrangements and who will set up the room
  - Determine when the room is unlocked/locked
  - Determine whether a technician is available in case of problems setting up the room or if something goes wrong during the course

### **2. One Week Before The Course**

- Prepare directional signs to classroom
- No smoking in the classroom signs should be posted or written on the blackboard
- Find out where smoking areas are located
- Determine if snacks are available
- Identify where telephones are--both for participants to make outgoing calls and to receive incoming messages
- Pass out a list of eating places for lunch, along with a map
- Decide who will welcome the participants and introduce the instructors
- Special check out arrangements may be made to coincide with the course completion time
- Determine who will prepare the certificates of training and who will pass them out

### **3. One Day Before The Course**

- Set up the classroom
- Organize the participant material
- Post directional signs
- Test all equipment



#### **4. During The Course**

- Let the instructor know whom to contact if he/she needs assistance
- Provide an accurate copy of the class participant roster to the instructor
- Prepare certificates of training. The time needed to prepare them may be reduced and the appearance improved by using a computer with a graphics program and a laser printer.
- Check with the instructor at least once a day to resolve any problems

#### **5. After The Course**

Make certain the instructor has the class roster, course evaluation forms, and application forms for CEUs . The instructor is responsible for sending these items to NHI. We hope these suggestions make the job of coordinating NHI courses easier and maximize training benefits.